



## TOWN OF MANCHESTER



### POSITION AVAILABLE TECHNICAL OFFICE ASSOCIATE

**\$57,918.66**

**37.50 hours/week**

**Monday-Friday, 8:00 am – 4:30 pm**

**CLOSING DATE: Tuesday, November 29, 2022**

(Applications must be received in the Human Resources Department by 4:30 p.m.)

**SUMMARY OF POSITION:** Responsible for performing complex administrative tasks with little or no supervision. Activities include composing and distributing correspondence, entering payroll and other personnel related documents, requisitions/invoices and producing reports. Provide help desk technical support, basic software support and training, and staff support on various technical projects. Provide information and handle issues/concerns submitted by the public.

**DESIRABLE KNOWLEDGE, SKILLS AND ABILITIES:** Ability to work closely with all Information Systems personnel to provide administrative support as needed. Working knowledge of computer hardware and software and the willingness to learn. Working knowledge of the Microsoft products to include Word, Excel, Outlook, etc. Ability to learn, use and share knowledge on a wide variety of software systems. Ability to communicate effectively. Must possess good interpersonal skills and ability to maintain effective working relationships with co-workers at all levels. Assists in establishing and maintaining office policies and procedures and makes recommendations for improvement of same. Ability to handle confidential information and difficult and varied situations with employees and/or the public. Knowledge of Town and department/division/section policies, practices, and operations. Bilingual preferred, but not required.

**MINIMUM TRAINING AND EXPERIENCE:** Graduation from high school or equivalent plus three (3) years of experience performing administrative tasks is required.

| <b><u>EXAMINATION MAY CONSIST OF:</u></b> | <b><u>Parts</u></b> | <b><u>Weight</u></b> | <b><u>Passing Score</u></b> |
|---|---------------------|----------------------|-----------------------------|
|   | Oral Panel          | 100%                 | 70%                         |

Applications and job description are available on our website at <https://www.manchesterct.gov/Employment-Opportunities>. Applications must be received in the Human Resources Department by 4:30 p.m. on Tuesday, November 29, 2022 or must be postmarked by Tuesday, November 29, 2022. **No faxed or e-mailed resumes and/or applications will be accepted.**

The Town of Manchester shall not discriminate on the basis of race, color, creed, age, sex, national origin, physical disability or sexual orientation. The Human Resources Department provides reasonable accommodation to persons with disabilities in accordance with the Americans with Disabilities Act (ADA). If you need an accommodation in the application or testing process, please contact the Human Resources Department.

The Town of Manchester is an equal opportunity employer and encourages applications from women, men, minorities, veterans and the disabled.

*The above posting is intended as a guide for personnel actions and must not be taken as a complete description of the position or the process.*